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## I. INTRODUCTION

This document consists of housing rehabilitation standards and specifications applicable to owner-occupied rehabilitation projects funded by the State of Arizona HOME or Housing Trust Fund (HTF). The document consists of two sections. The first section is comprised of rehabilitation standards. These standards represent the State's expectations regarding the standard of a unit upon completion of rehabilitation of all items. When a local program will not completely rehabilitate a unit, these standards represent the State's expectations regarding the rehabilitation itself. When performing an initial inspection and developing a work write-up, the rehabilitation specialist must take the rehabilitation standards into consideration. To assist the rehabilitation specialist understand the scope of the standards, an inspection checklist is included in Appendix A. The inspection checklist is guidance and is not required.

Based on local program parameters regarding the amount of each grant or loan, some or all of the items reviewed during the initial inspection and included in the work write-up will be rehabilitated. In any event and regardless of the amount of HOME or HTF investment, there are certain items that *must* be repaired as a part of the rehabilitation project, while some items will be considered only if sufficient financial resources are available to the project.

The rehabilitation standards are intended for use in the inspection and evaluation of conditions of residential properties considered for rehabilitation, to determine whether rehabilitation is feasible for individual properties, and to serve as a minimum standard for improvement when rehabilitation will take place.

Section 2 presents specifications for the rehabilitation that will take place. These specifications are intended only as technical guidance and are not required. The rehabilitation specialist may use the specifications in developing a scope of work and reviewing and approving the work of contractors. The specifications are intended to provide basic methods and materials for the construction scope of work. If used, the specifications represent an accepted standard of workmanship or materials. These are the details most important to contractors and will ultimately ensure the rehabilitation is properly completed and will last for many years.

Throughout this document the words shall, must, and may are defined as follows:

Shall/Must: Indicates a mandatory requirement

Should: Indicates something that is recommended but not mandatory

May: Indicates something that is not mandatory but is permissible.

### A. LOCAL DECISIONS

Before requesting HOME and/or HTF resources, a community or nonprofit must determine the purpose of its program. Some questions to ask in the early stages of program development are:

- Where are the units owned and occupied by low-income households located?
- Should resources be provided to any low-income homeowner, or should resources be targeted to a special population group?
- Should resources be targeted to a specific geographic area or neighborhood (a revitalization or redevelopment program)? OR
- Should resources target low-income households living in any geographic area within the jurisdiction of the agency?
- What level of rehabilitation assistance do low-income owner-occupants need?
- Should the program allow for reconstruction of units?
- What is the maximum amount of assistance any one household may receive?

- If the HOME or HTF assistance is not sufficient to rehabilitate the unit to a minimum standard, what other resources are available to ensure the unit is safe and sanitary upon completion of rehab?

Following the application process during which the client's eligibility is determined, the client's unit must be inspected to determine what conditions exist at the unit that may be eligible for rehabilitation. This initial inspection involves preparing a complete list of existing conditions that must be addressed by the rehabilitation work and may also include a list of those items the homeowner has requested be rehabilitated. This initial inspection must encompass the entire property, including all rooms of the house, the grounds, and all other accessory buildings, fences or structures. The homeowner should be present during this and each subsequent inspection to ensure all parties have reviewed and understand the inspection procedures and so that the inspector can obtain a clear understanding of any ongoing problems. If available, photo or videotape may aid the inspection process.

Following the initial inspection, a determination must be made as to which items will be rehabilitated. The state has four main categories of rehabilitation. Depending upon the amount of funding available to each unit and the conditions present in each unit, the rehabilitation that will take place will vary. The rehabilitation specialist must prioritize existing conditions based on these categories. Existing code violations and health and safety hazards *must* be corrected. Depending upon the extent of these deficiencies, the project budget may not be sufficient to cover all of the priority items. When this occurs, the project may not be feasible. The objective of ensuring *all* priority items are rehabilitated is to ensure that the unit provides a healthful environment for the occupants.

Once a preliminary scope of work is completed, a contractor can be selected. Ideally, the agency operating the rehabilitation program is not a party to the construction contract but assists the homeowner in the bidding process and the hiring of contractors. Contractors that participate in any rehabilitation program should meet the following eligibility criteria:

1. Licensed by the State of Arizona Registrar of Contractors to perform the type of work required.
2. Adequately insured and bonded for the full value of the project.
3. NOT be included in the "List of Parties Excluded From Procurements and Nonprocurements Programs" (better known as the debarment list) maintained by the US Department of Housing and Urban Development.
4. Capable of commencing and completing the scope of work in a timely manner.

Before hiring a contractor, the agency should meet with the homeowner to review the list of work and to schedule a pre-bid conference. The purpose of the pre-bid conference is to allow interested contractors to review the work write-up, the physical conditions at the property, and learn about the requirements of participation in the program.

After the pre-bid conference, contractor proposals will be accepted. Based on contractor proposals, the scope of work may be revised to fit the project budget. These revisions must be done in accordance with the priority order of rehabilitation.

Once a contractor is selected, the agency and homeowner must meet with the contractor to discuss the construction schedule, method of payment, and the terms and conditions of the construction contract. The construction contract should contain, at a minimum, the following information:

1. Scope of work, including plans and specifications;

2. Time for performance of the work, including grounds for delay and changes to the contract;
3. Insurance policy limits, lien waivers, equal employment opportunity requirements;
4. Standards for workmanship, warranties, and defects after completion;
5. Method of compensation;
6. Permits, licenses, and surveys required for the work;
7. Conditions for terminating the contract.

When the work is substantially complete so that the owner can occupy the unit or can again utilize the rehabilitated item for its intended purpose, the contractor should notify the homeowner so that the homeowner can prepare a list of those items that need to be completed or corrected. Depending upon local program operations, this list may be generated with the assistance of the rehabilitation specialist.

When all of the work is completed, a final inspection takes place. If an item is found to be not in accordance with the rehabilitation standards or the contract, the contractor must complete or correct the item and request re-inspection.

The contractor should provide the homeowner with the following information:

1. Contractor name, address, phone number.
2. Copies of the construction contract and any plans or specifications prepared by the contractor for the project.
3. Copies of all building permits.
4. Copies of all required surveys.
5. Copies of all labor and material payment and performance liens and any records of expenses required by the contract.
6. Copies of all materials and equipment warranties applicable to the work.
7. Copies of all materials and equipment manufacturers' operation and maintenance information applicable to the work.
8. Copies of consumer product safety data and other information necessary to communicate the safety features of building systems and equipment.
9. Copies of additional project data and information as may be appropriate.

When the homeowner, contractor, and agency agree that the work has been completed, and all work has been accepted by the local building safety inspector, as required, the contractor may request final payment.

The contractor is responsible for guarantee of all work performed for a period of twelve months from the date of final completion. Any defects that appear within this period that result from defective or improper workmanship or materials must be corrected by the contractor at the contractor's expense. In the event any such defects appear, it is the homeowner's responsibility to notify both the contractor and the rehabilitation specialist in writing. The homeowner must also assume responsibility for ongoing maintenance of the work.

## B. REHABILITATION PRIORITIES

A group of rehab specialists and housing professionals met to define those items that should be included as part of every work initial inspection report. As a result of these meetings, it was determined that rehabilitation items should be prioritized to allow for local flexibility in program design. It was determined that initial inspection reports must include those items that are included on the ① list. Items included on the ② list are also considered critical but not as critical as those items on the ① list. Other items were considered less critical and should always be inspected but may not be rehabilitated. The items on the ③ list should be reviewed, and where feasible corrected. These items must also be included whenever substantial rehabilitation (in excess of \$25,000) is taking place. Items from all lists must be included in the initial inspection report for all reconstruction projects and those where the cost of rehab exceeds 75% of the value of the property.

### ① MUST Include in Initial Inspection and Report and MUST Repair or Replace

These items relate to the general health and safety of the occupants and potential violations of local code. These items must also be part of the work write-up on each unit to be rehabilitated (i.e. must be repaired or replaced prior to any other work).

- Hazardous Materials.
- Health and Safety Hazards.
- Stable and Weathertight Roof.
- Electrical System. The unit must have a minimum 100-amp electrical service, with no unsafe conditions.
- Plumbing (including hot water). Must be in good working order and be safe and sanitary.
- Heating and Cooling System. Must be adequate and safe with a reasonable (3-year) useful life.
- Egress in accordance with local health and safety codes.

### ② MUST include in Initial Inspection and Report and SHOULD Repair or Replace

The following items are first priority items that shall be included in every initial inspection report. These items shall also be included in the work write-up (funds permitting) and shall receive priority in work to be completed as part of the rehabilitation project. Repair or Replacement may take place based on the amount of available resources.

- Structural Soundness and Integrity (including rotted or deteriorating materials and those impacted by termites or other wood-boring insects).
- Siting of the structure and its relationship to water penetration that may impact structural integrity.
- Appropriate kitchen facilities including a sink and means of cooling and heating food to healthful standards.
- If the structure has an attached garage, appropriately-rated fire wall between garage and living areas.

③ MUST include in Initial Inspection Report and MAY Repair or Replace.

These items shall be included in every inspection report and may be included in the work write-up (funds permitting). These items generally result from deferred maintenance and are considered general improvements.

- Debris that may be a fire hazard.
- All existing exposed surfaces painted or sealed and not presenting a health or safety hazard.
- Repair and replacement of doors and windows not presenting a health or safety hazard.
- Cabinetry.
- Trip hazards.
- Finished flooring.

Each rehab specialist must determine, on a case-by-case basis, the priority of items not listed above. The rehab specialist shall take into consideration the following when determining the priority of items for inclusion in the work write-up:

1. The age and physical condition of the building occupants
2. The goal of the rehab program (is the program revitalization program or a direct-benefit program?)
3. Funds available for rehabilitation of each unit
4. Value of the unit after rehabilitation

IMPORTANT: Once an item has been disturbed as a result of the rehabilitation it MUST be repaired or replaced in accordance with the standard. The placement of an item on the ② or ③ lists does not excuse the recipient from meeting the standard when an item is impacted by the rehabilitation.

## **SECTION 1. HOUSING REHABILITATION STANDARDS**

### **II. OVERVIEW**

- A. The purpose of these guidelines is to provide a means to upgrade and preserve housing units while maintaining reasonable standards for health and safety.
- B. These housing rehabilitation/construction standards are intended as a guide for housing assisted with State HOME or Housing Trust funds (HTF). All HOME or HTF assisted housing must, upon completion, be affordable, decent, safe, and sanitary. As such, assisted housing must meet or exceed these standards and all local codes, zoning and ordinances.
- C. The state recognizes that in some locations exceptions will be necessary if rehabilitation assistance is to be provided. In those cases where variations or exceptions are necessary, the recipient may adopt a formal standard that accounts for the variations that are specific to the geographic area being served. These variations must be submitted to and approved by the Housing and Infrastructure Development Division of the Arizona Department of Commerce (Commerce) prior to implementation of your program.
- D. With the exception of locally adopted variations, all habitable structures assisted with HOME or HTF must meet these standards. New construction shall comply in full with all applicable codes and regulations.
- E. The state further reserves the right to waive any standard if necessitated as a practical issue or if such standard is uncommon in a defined geographic area, and if such waiver does not create hazard to, or jeopardize safety of the occupant(s). The state reserves the right to insist on repair of any item which, in accordance with this standard:
  - 1. renders a property unsafe, not decent, or unsanitary;
  - 2. constitutes a major building system in danger of failure;
  - 3. fails to meet applicable codes.
- F. Structures with additions or modifications must comply with applicable building codes. Substandard workmanship, unsafe items, or hazardous situations are not acceptable. If repair of these items is not cost effective, the addition or modification may be demolished.
- G. All demolition, additions, alterations, modifications, repairs, or improvements to property(s) and/or structure(s) performed shall fully comply with current Uniform Administrative, Building, Plumbing, Mechanical and Fire Codes, National Electrical Code, Arizona Revised Statutes as applicable.
- H. The requirements outlined in this document do not preempt local or state codes or ordinances, nor do they alter or affect a contractor's obligation to comply with local or state law or requirements.
- I. All new work must conform to local codes.
- J. Any work performed shall not cause existing buildings to become unsafe.



- K. These standards provide that additions, alterations and repairs may be made without bringing the entire existing structure up to current or new code requirements provided that additions, alterations and repairs do not exceed seventy-five percent (75%) of the value of the existing building or structure.
- L. Existing buildings legally constructed in the past shall be considered acceptable today unless they do not conform to specific local retroactive requirements.

### **III. LIFE EXPECTANCY OF SYSTEMS ①**

Major systems in the property, or items necessary to make a property meet standards should be analyzed on the basis of 3-year life expectancy. Major systems and necessary items include: roofs, heating, cooling, plumbing, water heaters, and the electrical components of the property.

### **IV. HAZARDOUS MATERIALS ①**

#### **A. Asbestos**

1. Materials containing asbestos (ACM) that are to be removed as a condition of contract shall be removed and disposed of in a proper and safe manner by a certified asbestos abatement contractor or in accordance with locally-approved disposal standards.
2. Asbestos containing material must be dealt with in the most practicable and safe manner possible.
3. Exposed floor mastic containing asbestos must be encapsulated or removed in those areas where carpet is being installed.
4. Unsound tile containing asbestos must be removed prior to installation of a new layer of resilient flooring.
5. No asbestos containing materials shall be used for repair, replacement or new installation.

#### **B. Lead-Based Paint**

1. Every unit constructed before 1978 which is or may become occupied by children under the age of seven must be tested for the presence of lead (exceeding Federal Standards) in paint.
2. Lead based paint must be abated in accordance with federal regulations.
3. All wood trim, doors, doorjambs, frames that have lead-based paint must be removed and replaced.
4. Lead paint on walls or ceilings that is peeling, flaking, or otherwise deteriorated or that will be disturbed as a result of rehabilitation shall be completely covered with, at a minimum, 1/4" drywall, taped, sanded, primed, and painted.

## **V. OTHER REQUIREMENTS**

### **A. Energy Efficiency**

Where practical, replacement furnaces, water heaters, refrigerators, stoves and other appliances must be upgraded to meet or exceed minimum energy efficiency rating of 80.

### **B. Housing Facilities ②**

1. Each unit must provide sufficient space and facilities for the storage, preparation and serving of food.
2. The bathroom must be located in a separate room with a privacy door that can be locked. The door shall be in good operating condition.
3. In units with more than one bedroom and only one bathroom, a bedroom cannot be used as the only means of ingress or egress to the bathroom.
4. Each unit must have at least one shower or tub with hot and cold running water.
5. The facilities must use an approved public or private waste disposal system.
6. Bedrooms must be a minimum of 81 square feet in floor area with no dimension less than 7 feet.
7. Each bedroom must have its own separate access to a common room or area. A bedroom cannot be used as the only means of ingress and egress for another bedroom.

## **VI. SITWORK**

### **A. Pest Control**

1. The building must be free of wood boring insects. If termite activity is detected, the entire building shall receive termite pesticide treatment. Where detectable, structural damage caused by wood boring insects must be repaired. Visible, excessive non-structural damage shall be repaired. Any conditions conducive to termite activity, such as wood-to-earth contact shall be corrected.
2. Each unit must be free of mice, roaches, rats, or other disease-carrying pests. If such pests are detected, extermination must be undertaken until the existing problem has been eliminated.

### **B. Walls and Fences**

1. Retaining walls must be in good condition.
2. Excessive cracking, bowing, leaning or heaving must be repaired.
3. Cracks and displacements of more than 1/4" must be repaired.
4. Walls which lean enough to make the center of the top course fall outside the middle 1/3 of the base must be replaced.
5. Retaining walls must have weep holes in sufficient number and size to relieve water trapped behind the wall.
6. Fences or masonry walls may be installed.
7. Existing fences should be in good repair.
8. Holes, broken pickets, torn chain-link fabric, missing top-rails, defective posts or supports, broken or missing masonry units, wobbly gate posts, gates which don't open and close properly, etc. shall be repaired.

C. Siting of building(s) ②

1. The site must allow water to drain away from the foundation and for water to be channeled around the building in a manner capable of draining away heavy rains.

D. Pedestrian Traffic

1. Walks, driveways, and concrete or asphalt paved pads or parking areas must be free of trip hazards.
2. Cracks more than 1/2" in width or any crack that causes a trip hazard must be repaired.
3. Walkways and areas subject to pedestrian traffic shall be finished in such a manner as to minimize slip hazards when wet.

E. Accessory Buildings

1. Accessory storage sheds in need of minor repair may be repaired.
2. Storage sheds in poor condition may be removed or replaced.
3. Storage sheds may be installed if this is a feature in keeping with improvements of surrounding standard projects.

F. Landscaping

1. Installation of new irrigation and sprinkler systems is acceptable.
2. Dead trees or shrubs shall be removed.
3. Plants that are undermining any structure (i.e. walls, masonry fences, and slabs) or interfering with drainage shall be removed.
4. Plants blocking access to electrical panels, windows, doors, sidewalks, or walkways, or interfering with overhead electrical, telephone, or television cables shall be trimmed or removed.
5. Plants that are abrading the roof surface shall be trimmed.
6. Palm trees having build-up of dead palm fronds, may be trimmed or removed.
7. Plants, trees or shrubbery posing personal safety hazards must be trimmed or removed.
8. High water use landscaping may be removed or converted to drought tolerant landscaping if this is a feature in keeping with improvements of surrounding standard projects.

**VII. CONCRETE ②**

- A. Foundations and footings shall be sound.
- B. Cracks larger than 1/4" shall be repaired.
- C. Repairs at the direction of a structural engineer may be required.
- D. Slabs shall be free of excessive cracking, movement and trip hazards.
- E. Cracks or displacement of more than 1/4" in slabs shall be repaired.
- F. Cracks that have shifted more than 1/4" shall be beveled, filled and the adjoining structural elements examined for weakness or failure.

## **VIII. MASONRY ②**

- A. Exterior and load-bearing masonry walls shall be in good condition.
- B. Cracks passing through masonry units, cracks of more than 1/4" in width, cracks caused by lateral displacement of more than 1/4", or half moon cracks should be examined for structural weakness. Repairs may be required to be undertaken at the direction of a structural engineer.
- C. Masonry fireplaces shall be in good repair if used as a primary heat source.
- D. Hoods, walls, chimneys, caps, hearths, firebrick and all other structural portions of fireplace and chimney shall be sound and free of excessive missing mortar, missing bricks or loose masonry.

## **IX. METALS**

- A. Grilles or louvers that cover ventilated openings provided for attic or sub-floor ventilation shall be removed and replaced if they are damaged and/or ineffective in protecting against entrance of rain and/or rodents or pests.
- B. Damaged or weathered metal siding shall be repaired or replaced, as appropriate, to ensure structural integrity and weather-tightness.

## **X. CARPENTRY ②**

- A. Bearing walls and structures with obvious deficiencies shall be repaired as is appropriate.
- B. Exposed framing and wood construction shall be examined for structural soundness and good workmanship. Defects shall be corrected.

## **XI. ENERGY CONSERVATION AND WEATHERIZATION**

### **A. Insulation and Weather-stripping**

- 1. Where practical, properties without insulation in the ceiling, or where the insulation in the ceiling has an R-value less than 11 shall have ceiling insulation added.
- 2. Weather-stripping at doors and windows shall be in good repair.
- 3. Window gaskets and seals shall be in good repair.
- 4. Open joints at windows, doors or other areas shall be caulked and sealed.
- 5. Exterior doors shall have a properly working threshold and shoe or sweep to seal against infiltration.
- 6. Windows shall be weatherproofed and stripped to prevent infiltration.
- 7. Gaskets, glazing compound, caulking, weather-stripping or other weather sealants shall be in good condition.

## **XII. ROOFING ①**

### **A. General**

1. Roof framing shall be capable of supporting the roof and any equipment on it without sagging. Roofs with sags, swales, ridges, or uneven pitch shall be inspected and have deficiencies corrected.
2. All roofs shall be free of leaks.
3. Existing roofs must have an estimated life expectancy of at least 3 (three) years after repairs in order to be considered repairable.
4. Roofs with less than a 3 (three) year life expectancy shall be replaced.
5. Repairs shall be done only when the cost for repairs is estimated to be less than the cost of a new roof.
6. New roof installations shall have all previous roofing and underlay removed and substrate thoroughly inspected and repaired prior to installation of new system. If the roof system is structurally sound, additional shingles may be installed over existing shingles if not more than one layer is currently installed.
7. Every roof must be installed in accordance with manufacturer's specifications.
8. Roofs shall have a positive slope that provides good drainage. Minor ponding is acceptable if pooling of water less is than 1/2" in depth, less than 1/3 the span of the roof or capable of drying in less than 48 hours after the last addition of water.
9. Roofs draining onto others in such a way that excessive wear results shall have protection provided or the drainage rerouted.
10. Roof drains must be low enough to prevent excessive ponding and made of materials that are impervious to water. Drains shall be constructed in such a way that they do not drain down the wall of the structure.

### **B. Flashing**

1. Roof penetrations must be properly flashed and sealed.
2. Cracks forming around the seals of roof penetrations shall be resealed.
3. Seals made solely with mortar, plastic roof cement, or other materials that crack or shrink are not acceptable.
4. Roof flashing must be properly installed, in good condition, and must serve the purpose for which it was intended. Flashing that is loose, improperly sealed, heavily corroded, or damaged shall be repaired or replaced.
5. All new roofs must have a properly installed metal edge.

### **C. Built-up Roofs**

1. Built-up roofs shall have an elastomeric aluminized or gravel coating. Where a gravel roof is being replaced, a three-ply built-up system with elastomeric coating or other suitable, approved system shall be provided.
2. Roof coatings shall be in good condition and consist of compatible materials.
3. Excessive peeling, bubbling, chipping, sloughing or mechanical damage shall be repaired.
4. Gravel roofs shall have gravel present in sufficient quantity and in proper distribution.
5. Roofing membranes shall consist of at least 3 layers. Cap-sheet exposures of more than 18" on roofs without a mineral coating (felt roofs) shall not be acceptable unless a core sample can be shown to have at least 3 layers. The roofing materials must be well adhered to the decking, and each course shall be solid mopped at the laps. Cold process adhesive is not acceptable for roofs with a slope of less than 2 1/2:12

6. The roof shall be free of fissures, cracks, lifting seams, excessive bubbles (more than 5% of the roof area) or excessive alligatoring in coatings or asphalt flood coats.

#### D. Rolled Roofs

1. Cold-application rolled roofing must have a slope of 2:12 or greater.
2. Rolled roofing that is applied without hot tar shall be fastened according to manufacturer's specifications.
3. New installations and repairs shall have fasteners spaced no more than 3" along the seams and laps.
4. Loose mineral surfacing, bare spots, wear, excessive wrinkles, loose seams, loose laps, etc. are indications of age and shall be cause for repair or replacement.

#### E. Foam Roofs

1. Foam roofs must have a slope of 2:12 or greater, and have a nominal 1" thickness. Nominal 1" means at least 1" thick with occasional 7/8" measurements acceptable. Ponding of 1/4" or more, or ponding covering more than 5 square feet is not acceptable.
2. Foam roofs must have an elastomeric coating in near perfect condition. Any detectable break in the coating surface must be repaired. Coatings thought to be more than 1 year old shall be recoated.
3. Foam roofs must be well adhered to the substrate. Any detectable break in the bond shall be cause for repair. Roofs with poor bonding in areas larger than 3 square feet shall be replaced. Humps, bubbles, ripples and voids are signs of improper application and may be cause for replacement.
4. In cases where a foam roof must be replaced, a different acceptable roofing system shall be installed unless a determination is made that the insulating qualities of a foam roof outweigh the associated maintenance costs.

#### F. Shingle Roofs

1. All newly-installed shingle roofs shall have a slope of no less than 3:12.
2. Existing shingle roofs with slopes between 2:12 and 3:12 must be carefully examined for leaks or other signs of failure.
3. Shingles shall be installed with proper exposure. Roofs with more than 1/4" of the untabbed portion of the shingles exposed, or not installed in compliance with manufacturer's specifications shall not be acceptable.
4. Roofs with excessive bird's mouths, lumps, breaks, or tears shall be repaired or replaced.
5. Fasteners shall be properly installed. Each shingle shall be fastened according to manufacturer's specifications. Staples cannot be used to lap from one shingle to another, as a substitute for stapling both ends individually. In those cases where it is determined that the roof is improperly fastened, the roof shall be replaced or repaired, as appropriate.
6. Existing shingle roof surfaces shall have substantially all of the original mineral surface and be well adhered both at the tabs and in the grooves. Loose mineral surface, sparsely covered surfaces, curling, cupping, breakage, or brittleness are cause for replacement or repair.

#### G. Wood Shake

1. The use of wooden roofing materials in roof replacement or new construction is prohibited.
2. Existing wood shake roofs must have a slope at least 3:12.
3. Wood shake roofs must be in good condition or shall be replaced.

4. Underlayment and interlayment must be present and in good condition.
5. Splitting, breaking, rotting or loose shakes, or worn, sloughing, or cracked underlayments and interlayments should be weighed in decisions about repair and reroofing. If such conditions are prevalent, the roof shall be replaced with another type of material.

#### H. Tile Roofs

1. Tile roofs that fail shall be replaced with another tile roof only when it is determined the feature is in keeping with improvements of surrounding standard projects.
2. Tile roofs in need of replacement shall be replaced with a suitable and more economical material when replacement with another tile roof is not in keeping with improvements of surrounding standard projects.
3. Repairs shall be done only when the cost of repairs is less than the cost of a new shingle roof and the planned repairs are expected to make the roof last at least another 5 (five) years.
4. Tile roofs shall have a minimum slope of 3:12 and be installed over solid decking.
5. Spaced slats are not acceptable unless installed over solid decking.
6. Tiles shall be in good condition.
7. Tiles shall be securely fastened in place unless specified otherwise by the manufacturer. Slipping, loose, or missing tiles shall be replaced. Tiles cracked all the way through, tiles with a badly weathered surface, or tiles with chips or breaks larger than 2" in diameter shall be replaced. Roofing tiles shall have a head lap of not less than 3" unless the tiles are keyed to lock together with less head lap.
8. Leaking ceramic or concrete tile roofs must be inspected to insure they have an underlayment. The underlayment shall be a minimum of 30-lb. felt and in good condition. Worn, flaking, sloughing, tearing or cracking of underlayment shall be cause for roof replacement or repair.

#### I. Metal Roofs

1. Metal roofs shall be of 26 gauge (Galvalume) or 29 gauge (galvanized).
2. Local codes must verify minimum required gauge.
3. Metal roofs must have a slope of 3:12 or greater.
4. Metal roofs must be properly aligned over uniform substructure to avoid panel distortion.
5. A moisture barrier shall be installed under new panels.
6. New installations must be made with galvanized nails with neoprene washers.
7. All rib lap joints must be sealed their entire length with a bead of caulking.

#### J. Gutters

1. Where appropriate, new roofs shall be equipped with gutter and downspout assemblies.
2. Newly installed gutter shall be equipped with the appropriate hangers and be designed to support the weight and conditions of the local area.
3. All existing and new gutters should be equipped with downspouts, bottom elbows, extensions, splash/diverter blocks, and other measures necessary to carry the water away from the dwelling.

### **XIII. EXTERIOR FINISHES/SURFACES**

- A. Damaged or weathered siding shall be repaired or replaced, as appropriate, to ensure structural integrity.
- B. Excessive or prevalent broken stucco or stucco with cracks in excess of 3/16" shall be repaired.
- C. Unstabilized adobe must be completely protected from weather by a layer of suitable material in keeping with neighboring structures.

### **XIV. DOORS AND WINDOWS**

#### **A. General**

- 1. Every bedroom shall have at least one window that can be opened and closed and securely locked. If bedroom is equipped with door openable to exterior of house, window may be of an unopenable type.
- 2. All bathrooms shall have a privacy door.
- 3. All habitable rooms shall have at least one window.
- 4. Openable windows shall be in sound and proper operating condition.
- 5. Windows installed in new room additions or in rooms whose function or description has been altered shall meet current code requirements for required light, ventilation, security, and egress.

#### **B. Doors**

- 1. Doors, frames, jambs and casings shall be in good condition and free of excessive scratches, gouges, chipping, peeling or other unsightly damage or wear, and in good working order.
- 2. Gaps shall be sufficient to prevent rubbing and no larger than 1/4".
- 3. Doors with holes too large to be repaired, delaminating skins, broken stiles or rails shall be replaced.
- 4. Exterior doors shall be protected from sunlight with a proper coating of varnish, paint or other suitable weather protection.
- 5. Entry doors to storage or auxiliary structures may be hollow-core.

#### **C. Windows**

- 1. Glass shall be free of open holes or movable cracks.
- 2. New glazing installed in locations defined as hazardous by the Uniform Building Code System 5406 (d) or by the Arizona Revised Statutes, shall be safety glass.
- 3. Windows openable to the outside should have a screen that is in good condition.
- 4. Where practical, new screen installation may include solar sunscreens.

#### **D. Hardware**

- 1. Door latches and locks shall operate freely.
- 2. Hinges shall have no free play.
- 3. The latch-set shall be in good working order.
- 4. Those doors with locksets shall be capable of being locked.
- 5. Newly installed exterior doors to a unit must have a dead bolt.
- 6. Locksets requiring repair or replacement shall be replaced with a dead bolt.
- 7. All openable windows must have a secure and working lock.



#### E. Security Doors and Screens

1. Existing security doors shall be in good working condition.
2. Security doors not in good working condition shall be repaired or removed.
3. Latches and locks must work properly and conform to applicable codes.
4. Damaged screening may be replaced or removed.
5. Security bars shall not impede the full and proper operation of any window.
6. Security bars on windows located in sleeping rooms must be provided with latches and dimensioned so that current code egress requirements are met.
7. Security bars not meeting these requirements shall be modified to fully comply or else removed.

### **XV. FINISHES**

#### A. General

1. All surfaces, particularly those that can be damaged by water or direct sunlight, shall have a protective finish.
2. Paneling, wallpaper, mirror tiles, corkboards, etc. in good condition and not posing any form of hazard shall remain in place. Such wall coverings shall be replaced only at the sole cost of the owner.
3. Tub surrounds or shower walls shall be sound, made of waterproof materials and sealed against water penetration at all joints.
4. Loose tiles, broken or missing grout, missing tiles, loose wall panels, delaminating surfaces, and joints without caulking or grout are not acceptable.

#### B. Paint

1. Exterior paint shall be free of excessive peeling, checking, cracking, flaking, blistering or other defects.
2. All new wood shall be primed prior to painting.
3. Interior paint shall be in sound condition.
4. Paint that is damaged, difficult to clean, peeling, cracking, etc. shall be properly prepared and recoated.

#### C. Walls and Ceilings

1. Walls and ceilings shall be in sound condition and free of hazardous defects.
2. Cracks in plaster or gypsum wall board surfaces 1/8" or wider shall be repaired.
3. Loose drywall, broken plaster, loose paneling, etc. shall be repaired.

### **XVI. FLOORING**

#### A. General

1. Floor framing shall be capable of supporting existing dead load and anticipated live loads as defined by the UBC as appropriate for type of structure and class of occupancy. Swales, sags, and ridges that do not present a trip hazard or otherwise jeopardize the health and safety of the occupant(s) shall be repaired.
2. Flooring shall be in good, sanitary condition and free of any hazardous conditions.
3. Flooring in kitchens, bathrooms and laundry areas shall be impervious to water.

B. Resilient Flooring

1. Resilient flooring with excessive gouges, breakage, bubbling, lifting, or shrinking shall be repaired or replaced.

C. Wood Flooring

1. Wood floors shall be in sound condition and free of excessive damage from wood-boring insects.
2. Wood flooring with excessive gouges, breakage, lifting, curling, buckling, or shrinking shall be repaired or replaced with resilient flooring or carpet.

D. Carpet

1. Carpet that is improperly attached, badly worn, torn, or soiled shall be replaced if the cost of repair is greater than the cost of replacement
2. Existing carpet shall be in clean and sanitary condition.
3. Carpet may be replaced with resilient flooring, where appropriate.

E. Ceramic Flooring

1. Ceramic tile shall be repaired, when possible to match the existing tile.
2. Ceramic tile requiring replacement shall be replaced with resilient flooring or carpet unless ceramic tile is a feature in keeping with improvements of surrounding standard projects.

**XVII. SPECIALTIES**

A. Bath Accessories

1. Each bathroom must be provided with a towel rod, shower rod and toilet paper holder.
2. Existing shower doors shall be sanitary and in proper operating condition.
3. Shower doors not constructed of tempered glass, or those with open holes or cracks shall be removed and replaced with shower rod.
4. Shower and tub enclosures shall be in sanitary condition and properly sealed.

B. Closets

1. Each bedroom equipped with a closet must be equipped with a rod and shelf.

C. Fireplaces

1. Existing fireplaces can be repaired.
2. Replacement fireplaces shall only be added at the sole expense of the owner.
3. Fireplace flues shall be free of debris, restrictions, holes, or excessive soot deposits. Flue liners, where present, shall be in good condition. Missing or broken liners shall be replaced.
4. Chimneys shall be in good repair and high enough to induce a draft that shall keep smoke from being allowed into the dwelling. Fireplaces shall have freely operable dampers, except where gas logs are permanently installed. Gas log installations shall have dampers permanently affixed in the open position.
5. The hearth shall comply with current code.

## **XVIII. EQUIPMENT**

### **A. Cooking Units ②**

1. The unit must have a means of properly heating food.
2. Newly-installed gas stoves must have an approved automatic lighter for all the burners.
3. Existing gas stoves shall be free of leaks, clogged burner ports, missing parts or any defect that makes cleaning or repair of the stove difficult, or that makes part of the stove inoperable or unsafe.
4. Electric stoves shall have a power supply capable of providing power for all those heating elements the stove is capable of using at one time. Elements should be capable of producing red heat except in those cases where design prohibits this, as in the case of ceramic elements.
5. Electric stoves shall be connected to an approved electrical outlet.

### **B. Refrigerators ②**

1. The unit must have a refrigerator or means of cooling or preserving food.
2. Existing refrigerator must be in proper working order.

### **C. Miscellaneous Appliances**

1. Garbage disposals and dishwashers may be replaced or provided if these features are in keeping with improvements or surrounding standard projects.
2. Dryers shall be vented to the outside using an approved pipe, sleeve, and vent cap.

## **XIX. FINISH CARPENTRY**

### **A. Cabinetry**

1. All cabinets and vanities shall be in good condition and appropriately secured.
2. Cabinets, drawers, and doors shall be free of broken or dysfunctional hardware, holes, peeling, chipping, sloughing, or any other damage rendering them difficult to clean or otherwise unsanitary.

### **B. Countertops**

1. Counters shall have a surface that can be easily cleaned and impervious to repeated cleaning.
2. Counters shall be free of holes, gouges, burns, peeling, cracking or any condition making them absorbent.

## **XX. PLUMBING ①**

### **A. General**

1. New or replacement piping shall be of approved materials.
2. Piping shall be properly installed and supported.
3. No plastic piping shall be exposed to sunlight unless it is approved by listing for such installation.
4. Each property equipped with facilities for a clothes washer shall have both hot and cold water supplied and drain shall be connected to an approved waste system.
5. Faucets, drains, valves, piping and supply lines shall be leak-free, functionally adequate and in proper operating condition.
6. Plumbing repairs requiring installation of new fixtures shall be done with water conserving devices including low flow faucets, low flow showerheads and low flow toilets, where appropriate.
7. Replacement or repair of unlisted plumbing or mechanical appliances is not acceptable.

### **B. Domestic Water Supply**

1. Each unit shall have a water supply, connected to a potable water source.
2. Repair or replacement of the water supply system must be demonstrably safe, sanitary, reliable and able to serve the needs of the occupants.
3. No unit shall have lead water-supply piping. The use of lead solder shall not be allowed for repairs or replacements.
4. Multi residential building must be provided with backflow prevention devices on the water service, according to applicable code. All exterior hose bibs shall be provided with approved anti-siphon devices.

### **C. Drain, Waste, Vent**

1. Gray water systems are not acceptable unless inspected and approved by the local building authority.
2. Waste lines shall be made of approved materials.
3. The waste disposal system shall be connected to an approved public or private disposal system capable of handling the occupant load of the unit(s).
4. The system shall be free of leaks, damaged, or corroded pipe. Waste lines shall be free of blockage or gurgling.
5. Existing waste systems must be properly vented. Vents considered to be inadequate or unsafe shall be replaced or repaired. Plumbing vents within 10' of a cooler must be at least 1' taller than the cooler.
6. A determination shall be made regarding the need for additional clean-outs for the waste disposal system.
7. Waste disposal systems shall be free of health hazards or unsafe conditions.
8. The waste lines shall provide a functional plumbing vent, a trap and leak free connections to the waste disposal system.

#### D. Gas

1. All repair and replacement of gas installations shall be with proper materials and in accordance with local codes.
2. The main gas shut-off shall be in good operating condition and free of leaks.
3. Flexible gas supply connections shall not exceed 3' in length.
4. Flexible gas supply connections shall be appropriately caulked and vented.

#### E. Fixtures

1. Individual sinks, toilets, clothes washers, and other plumbing devices shall have individual water-supply shut-offs.
2. All kitchens shall have a sink and faucet, in proper operating condition with a sink trap and hot and cold running water.
3. Every bathroom shall be in good operating condition with water supply.
4. Faucets shall be free of leaks and drips.
5. Sinks shall be free of excessive cracking, chipping or other damage that makes cleaning difficult or hazardous.
6. The plumbing shall be free of leaks in supply lines and sewer connections.
7. Supply lines and waste lines shall be in good condition.
8. Each bathroom shall have a toilet in proper operating condition and connected to an approved public or private sewer system.
9. Toilets must be in proper operating condition and free of cracks in the bowl, tank or tank lid.
10. Each toilet shall have a washable seat, and be free of leaks in either the water supply or the sewer connections.
11. Wall-mounted toilets shall be properly installed and secured.

#### F. Valves

1. Water supplies shall have individual shut-offs, where practical.
2. Loose or broken handles and levers shall be repaired or replaced.
3. Flexible gas supply connections shall be provided with an approved gas cock.

#### G. Water Heaters

1. Every unit shall be supplied with a sufficient amount of hot water to serve the occupant load of the property at peak demand times.
2. Water heaters shall be properly vented.
3. If the water heater unit is located outside, the unit must be properly protected from the weather.
4. Each water heater shall have a properly installed, approved temperature/ pressure relief valve with a 3/4" drain line installed to comply with current code.
5. The water heater shall have a rigid and properly supported door or platform under it.
6. Flexible gas supplied shall not exceed 3' and all plumbing fittings must be free of leaks.
7. Solar water heating devices shall be considered on a case by case basis.
8. Water heaters lacking individual shut-offs shall only have shut-offs installed when they are repaired or replaced.

## **XXI. HVAC ①**

### **A. General**

1. Air conditioning units shall be capable of cooling each cooled room to a temperature 30 degrees below ambient outside temperature at a level 5' above the floor.
2. Where practical, cooling should be provided from evaporative coolers. If refrigeration units are a feature in keeping with improvements of surrounding standard projects or are the only source of cooling, refrigeration units shall be serviced.
3. Filters shall be secure, clean, and large enough to pass sufficient recirculating air to make the unit operate properly.
4. Heat pumps used as cooling devices shall perform to the same standards as refrigeration and heating units described herein.
5. Heating and air conditioning units and evaporative coolers shall be free of corrosion and water damage.
6. Equipment housings and access panels must be intact and properly secured/installed. No exposed electrical connections, belts, pulleys, or blowers shall be allowed.

### **B. Heating**

1. Every furnace shall, at a minimum, be cleaned, serviced, and certified to be safe, operable and adequate.
2. Each forced air unit shall have a filter. Filters shall be clean, secure, and capable of passing enough air to allow the unit to heat properly. If electronic filters are a feature in keeping with improvements of surrounding standard projects or are required for health reasons of the occupant, electronic filters may be repaired or installed. Existing electric filters, which are working properly, shall be replaced unless the filter has at least a 3-year life expectancy.
3. Each unit shall be provided with a means to control the unit's heating and cooling. Each heat source shall have a properly operating thermostat.
4. Air handlers shall be quiet, well balanced and clean.
5. The heat exchanger shall be in good condition. Excessive corrosion, soot, chemical deposits, cracks, back-draft or burners or other evidence of heat exchanger failure may be cause for replacing the unit.
6. All heating elements shall all be connected to a power source and functioning properly.
7. Where practical, wall furnaces, which are the main source of heat for the unit, shall be replaced with central heating equipment.
8. A room heater may be used, provided it is used as supplement to central heating, such as in a room addition. Room heaters shall be listed appliances, installed properly and sufficiently sized enough to heat the room in which they are installed.
9. Unvented gas heaters, except those designed to be unvented, are not acceptable and shall be replaced with a listed appliance.
10. Solar heating systems shall be considered on a case by case basis.

### **C. Ventilation**

1. Ventilation for each bathroom shall comply with local codes.
2. Ventilation devices not in good operating condition shall be repaired or replaced.
3. Exhaust hoods or fans and filters must be in sanitary condition.

#### D. Air Conditioning

1. Refrigeration units shall be serviced and certified in good working condition by a licensed mechanical contractor qualified as an air conditioning technician.
2. Refrigeration units under the drip line of roofs, or under rain gutters or canales shall be moved or protected from excessive run-off on the unit.
3. Condensate drain lines shall be properly drained to avoid damage to the property. Roof units shall drain away from the roof in a manner that shall not damage the roof or structure.
4. Heat exchange fins shall be in good condition. The compressor shall be free of excessive debris. The unit shall be free of excess debris, vegetation or any obstruction that prevents the free circulation of air around the unit.

#### E. Evaporative Coolers

1. Evaporative coolers used as the only cooling source shall be capable of changing the air in a unit at a rate of once every two minutes. Existing coolers, in repairable condition but not capable of meeting this requirement, shall be replaced.
2. When substantially rehabilitating a unit, the cooler shall be free of leaks and have a life expectancy of 3 years or more. Heavily corroded cabinets are not acceptable.
3. Each cooler cabinet shall have all pad-frames and a means of fastening pads in each frame securely enough to prevent sagging.
4. Each cooler shall be level and have a water distribution system capable of delivering enough water to each pad to create run-off along the bottom of the entire pad. Plugged distribution lines, or occluded water troughs shall be cleaned. The water distribution system shall be free of leaks, including the attachments at the pump.
5. All coolers shall have a permanent water line with its own separate shut-off and a self regulating valve for maintaining the amount of water needed.
6. The pump shall be capable of providing a reserve of water in each of the water distribution troughs when the troughs are clean and functioning properly.
7. Fan belts, bearings, squirrel cage or blower shall be in good operating condition.
8. Blower shall be balanced and capable of quiet operation.

#### F. Combustion Air

1. Gas furnaces and water heaters shall have sufficient combustion air. In no case shall a proper volume of combustion air be dependent on a door, a window, or any other opening which is prepared for easy closing.
2. Newly installed or repaired gas furnaces and water heaters dependent on infiltration for combustion air, shall have available at least 50 cubic feet of room volume per 1000 btu/hour of aggregate input rating.
3. Furnaces or water heaters enclosed in spaces too small to provide combustion air by infiltration *shall* be provided with air in accordance with the current code.
4. Furnace enclosures shall be enclosed in a manner that prevents any intermingling of combustion air with the recirculating air. Furnace enclosure doors, which open inside the building, shall be free of gaps.
5. The furnace shall be properly caulked to its floor or platform.
6. Each furnace enclosure shall be free of damaged or incomplete walls, floor, or ceiling, which in any way allow communication of air from the enclosure to the home.

## **XXII. ELECTRICAL ①**

### **A. General**

1. Care should be taken when aluminum wiring is encountered.
2. Electrical connections shall be made in a proper and safe manner. Permanently wired electric water heaters shall be supplied by properly sized conductors installed within metallic flex conduit where exposed. Exposed electrical cable serving the furnace shall be protected with flexible conduit and properly made connections. Termination of electrical supply conductors and conduit shall be by means of approved fittings.
3. Exposed cables or wires shall be replaced or protected to meet code.
4. Wiring shall be free of damaged insulation or damaged conductors. Fraying, cracking, charring, or brittle insulation on a cable shall be cause for replacement.
5. Those portions of any system not exhibiting good workmanship shall be properly terminated and/or replaced in compliance with current code.
6. All electrical circuiting shall be of proper design and suitable for intended use, with overcurrent protection suitable for conductor ampacity.

### **B. Service Entry and Equipment**

1. The size of the electrical service shall be adequate for the needs of the property after rehab completion and at a minimum meet National Electrical Code. If an electrical service is inadequate in ampacity to meet the electrical demand, either the service shall be upgraded to meet the new demands, or the electrical demand shall be reduced, if practical.
2. Each electrical service shall have a properly made ground that is either protected or rigidly affixed, in accordance with the National Electrical Code.
3. Means of disconnects must be provided for fixed electrical space heating units. Provisions for disconnect shall be in accordance with National Electrical Code.
4. Each electrical panel shall be, at a minimum, adequately sized for the service. All services and distribution centers shall be safe, and free of excessive corrosion, debris, holes, uncapped knockouts, etc. Exterior panelboards enclosures shall be of UL listed, rain-tight design. The panel shall be soundly and properly attached to the wall. Damaged, outdated, unsafe or otherwise unsatisfactory panels shall be replaced with panels that comply with the current code.
5. Each electrical panel shall have a main disconnect.
6. All circuiting shall have overload protection in compliance with current code.

### **C. Branch Circuiting**

1. An adequate number of circuits to provide safe, functional distribution are required. Additions of circuits to property shall comply with current code.
2. Those properties having knob and tube wiring shall be rewired to comply with current code with the guidelines of the U.S. Consumer Product Home Safety Commission. If replacement is more cost effective than repair, then the home shall be rewired.



#### D. Evaporative Coolers

1. Evaporative coolers shall have an approved means of fused disconnect. Proper fusing shall be provided for pump and blower motors.
2. Cooler motors shall be of adequate size as determined by required number of air changes and shall function properly at all the speed settings for which it is designed.
3. A variable pitch sheave shall be installed and properly adjusted to limit current drawn by motor to within nameplate specifications.
4. Motors with excessive corrosion shall be replaced.

### **XXIII. DEVICES**

#### A. General Lighting and Outlets

1. Bathroom shall have a light and one convenience outlet.
2. Each bedroom shall have at least 2 working duplex outlets, properly installed and safe for use.
3. Light fixtures shall have correct and proper fitting covers or diffusers.
4. Where practical, sufficient exterior lighting shall be provided.
5. The kitchen shall have at least two 110-volt duplex outlets.
6. Appliances requiring a 220-volt shall be connected to a 220-volt outlet.

#### B. Ground Fault Circuit Interruption

1. At a minimum, ground fault circuit interrupters shall be installed in all bathrooms. When updating of electrical devices is required. GFCI's shall be installed where required in kitchens, bathrooms, garages/carports, and exterior outlets.
2. Receptacles located at counter top level within 6 feet of the kitchen sink shall have ground fault interrupter protection.
3. Each habitable structure with sleeping quarters shall have a smoke alarm system installed in accordance with local code.

#### C. Low Voltage and Miscellaneous Systems

1. Existing television cable and antenna cable must be in good condition. Damaged cable may be repaired or removed.
2. Existing security systems must be in good condition and operable for the intended use. Nonfunctional systems may be removed or replaced if this is determined to be a feature in keeping with improvements of surrounding standard projects.